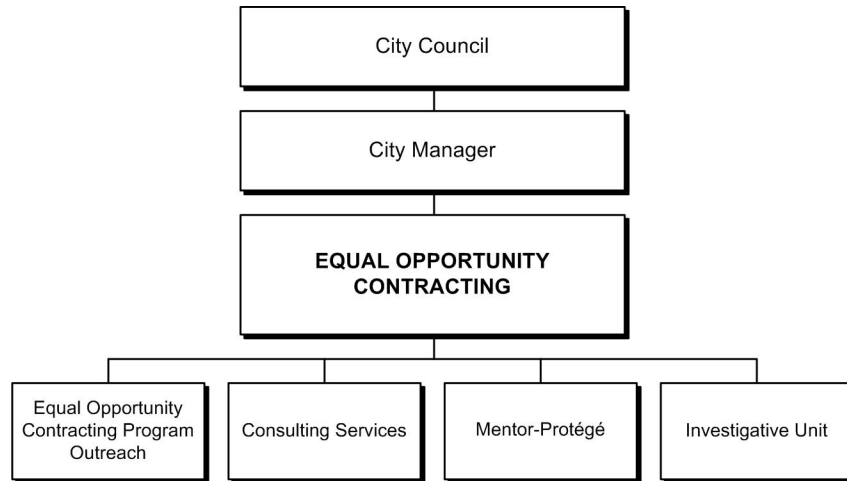




Equal Opportunity Contracting



Equal Opportunity Contracting



Mission Statement

Equal Opportunity Contracting is a leader and a partner in public works contracting for the City of San Diego and the community by promoting success in public contracting through education and an unwavering focus on the true value of equality, and honoring the public's trust by actively encouraging fair dissemination of public contracting dollars.

Department Description

As a function of the Office of the City Manager, Equal Opportunity Contracting (EOC) serves both businesses and the labor market by working to ensure equal access to contracting opportunities with the City of San Diego. Working in partnership with City departments and other local, State, and federal agencies, EOC monitors and enforces equal opportunity and public contracting laws related to the use of construction contractors, consultants, and vendors/suppliers.

The Program:

- Enforces public contracting regulations;
- Administers federal, State, and City equal opportunity laws;
- Conducts broad outreach efforts to increase the diversity of the contracting community;
- Provides mentorships and technical assistance to small and emerging contractors;
- Develops partnerships with the contracting community, emerging businesses and our client departments.

The Program respects the diverse interests of its clients and community.

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Division/Major Program Description

Consulting Services

Consultant Services (CS) is a fully cost recoverable unit. In compliance with Administrative Regulation 25.60, the CS section provides the names of qualified private Architectural and Engineering firms to City of San Diego, County of San Diego and Unified Port District departments for use on City, County and Port projects.

Equal Opportunity Contracting Program Outreach

The Equal Opportunity Contracting Program Outreach unit is responsible for ensuring that all construction contractors, as well as architectural and engineering consultants comply with all City, State and federal laws regulating the use and payment of subcontractors and subconsultants. Duties include analyzing 1472s, analyzing monthly invoicing reports, conducting field inspections, conducting compliance audits, mediating disputes, enforcing contract provisions, participating on selection panels, pre-bid and pre-construction meetings. The unit is also responsible for ensuring compliance with labor and apprenticeship laws and guidelines. Duties include pre-bid and pre-construction meetings, review of certified payrolls and monthly employment reports, and resolution of wage and apprentice disputes/violations. Enforcement is required under such funding agencies as TransNet, State Revolving Fund Loan Program, Community Development Block Grant, Housing and Urban Development, Congestion Mitigation and Air Quality, Transportation Equity Act, Surface Transportation Program, Federal Aviation Authority and Federal Aid Urban.

Investigative Unit

The Investigative unit is responsible for investigating allegations of discrimination in contracting. This unit is now also responsible for tracking and monitoring contractor adherence to their Equal Opportunity plans.

Mentor-Protege

This section administers and enforces the Municipal Code provisions for the award of construction contracts under \$250,000. It is an award-winning program that has achieved greater than 60 percent Disadvantaged Business Enterprise participation.

Service Efforts and Accomplishments

In Fiscal Year 2003, Equal Opportunity Contracting continued its efforts to increase opportunities for economically disadvantaged small businesses.

In 2002, the Port of San Diego began using the City of San Diego's consultant services rotational list, increasing the Department's revenue-earning potential.

In October 2002, the Minor Construction Program was awarded the Best Outreach Program award by the San Diego Supplier Development Council.

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Service Efforts and Accomplishments (continued)

In October 2002, EOC formed a formal partnership with the Metropolitan Water District and with the San Diego County Water Authority in small business development and assistance.

In October 2002, the San Diego Architecture and Engineering Recruitment Consortium, a private/public partnership led by EOC staff and with voluntary participants from 30 different private local firms, held a roundtable-format, problem-solving consortium summit.

In December 2002, EOC published jointly with the Engineering and Capital Projects Department, a "Construction Contracts Guide", an innovative handbook to guide new City construction contractors to the successful completion of their contract(s).

In March 2003, the San Diego Architecture and Engineering Recruitment Consortium attended the National Society of Black Engineers Annual Convention in Anaheim, California. This was a joint-venture project where expenses and staff time were shared between three City departments and two private companies, all working together.

Future Outlook

EOC will continue to develop partnerships with other government agencies and industry associations, and continue to develop and administer innovative programs designed to increase opportunity to San Diego's diverse population.

Budget Dollars at Work

Enforced federal and State regulations on:

\$291,304,794 For 171 construction contracts

\$129,426,040 For 329 consultant contracts

448 Consultants' names provided to project managers

Equal Opportunity Contracting				
	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 FINAL	FY 2003-2004 CHANGE
Positions	23.50	28.50	26.50	(2.00)
Personnel Expense	\$ 1,603,258	\$ 1,914,158	\$ 1,883,423	\$ (30,735)
Non-Personnel Expense	\$ 299,241	\$ 604,612	\$ 470,598	\$ (134,014)
TOTAL	\$ 1,902,499	\$ 2,518,770	\$ 2,354,021	\$ (164,749)

Department Staffing

	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 FINAL
GENERAL FUND			
Equal Opportunity Contracting			
Consulting Services	2.00	2.00	2.00
E O C P Outreach	18.00	22.50	20.50
Investigative Unit	2.00	2.00	2.00

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Department Staffing (continued)

	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 FINAL
GENERAL FUND			
Equal Opportunity Contracting			
Mentor-Protege	1.50	2.00	2.00
Total	23.50	28.50	26.50

Department Expenditures

	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 FINAL
GENERAL FUND			
Equal Opportunity Contracting			
Consulting Services	\$ 207,600	\$ 132,652	\$ 139,077
E O C P Outreach	\$ 1,469,522	\$ 1,974,022	\$ 1,784,144
Investigative Unit	\$ 129,978	\$ 249,757	\$ 258,679
Mentor-Protege	\$ 95,399	\$ 162,339	\$ 172,121
Total	\$ 1,902,499	\$ 2,518,770	\$ 2,354,021

Significant Budget Adjustments

GENERAL FUND

Equal Opportunity Contracting	Positions	Cost
Salary and Benefit Adjustments Adjustments to reflect the annualization of the Fiscal Year 2003 negotiated salary compensation schedule, Fiscal Year 2004 negotiated salaries and benefits, changes to average salaries, retirement contributions and other benefit compensation.	0.00	\$ 91,859
Non-Discretionary Adjustments to reflect expenses that are determined outside of the Department's direct control. Examples of these adjustments include utilities, insurance, and rent.	0.00	\$ 118
Support for Information Technology Funding has been reallocated according to a Citywide review of information technology budget requirements and priority analyses.	0.00	\$ (2,265)
Reduction of Staffing in Equal Employment Opportunity and Certification Reduction of 1.00 Information Systems Analyst II from Outreach, Contract Compliance, Equal Employment Opportunity and Certification. The reduction will cause increased down time for staff productivity due to loss of on-site information system support.	(1.00)	\$ (78,476)

Equal Opportunity Contracting

Significant Budget Adjustments (continued)

GENERAL FUND

Equal Opportunity Contracting	Positions	Cost
Reduction of Staffing and Support	(1.00) \$	(175,985)
Reduction of 1.00 Clerical Assistant II, supplies and support from Outreach, Contract Compliance, Equal Employment Opportunity and Certification. This reduction will result in increased processing time of Subcontractor Outreach Program evaluations, audits and certifications.		

Expenditures by Category

	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 FINAL
PERSONNEL			
Salaries & Wages	\$ 1,235,748	\$ 1,458,404	\$ 1,390,759
Fringe Benefits	\$ 367,510	\$ 455,754	\$ 492,664
SUBTOTAL PERSONNEL	\$ 1,603,258	\$ 1,914,158	\$ 1,883,423
NON-PERSONNEL			
Supplies & Services	\$ 87,725	\$ 400,150	\$ 268,283
Information Technology	\$ 175,493	\$ 161,415	\$ 165,554
Energy/Utilities	\$ 14,712	\$ 25,695	\$ 19,409
Equipment Outlay	\$ 21,312	\$ 17,352	\$ 17,352
SUBTOTAL NON-PERSONNEL	\$ 299,241	\$ 604,612	\$ 470,598
TOTAL	\$ 1,902,499	\$ 2,518,770	\$ 2,354,021

Revenues by Category

	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 FINAL
GENERAL FUND			
Property Tax	\$ -	\$ -	\$ -
Other Local Taxes	\$ -	\$ -	\$ -
Licenses and Permits	\$ -	\$ -	\$ -
Fines, Forfeitures, and Penalties	\$ -	\$ -	\$ -
Revenue from Money & Property	\$ -	\$ -	\$ -
Revenue from Other Agencies	\$ -	\$ -	\$ -
Charges for Current Services	\$ 1,871,133	\$ 2,474,153	\$ 1,456,539
Other Revenues	\$ -	\$ -	\$ -
Transfers from Other Funds	\$ 81,201	\$ 81,201	\$ 82,013
TOTAL	\$ 1,952,334	\$ 2,555,354	\$ 1,538,552

Equal Opportunity Contracting

Key Performance Measures

	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 FINAL
Average cost per project or request for City Council action, City Manager action, or Manager approval requiring equal opportunity and investigative support ⁽¹⁾	\$670	\$926	\$847
Average cost to produce the Consultant Rotation List and provide it to all project managers from the City, County, and Port District ⁽²⁾	\$510	\$133	\$282
Average cost per minor construction project and request processed	\$2,385	\$2,706	\$3,825

Salary Schedule

GENERAL FUND

Equal Opportunity Contracting

<i>Class</i>	<i>Position Title</i>	<i>FY 2003 Positions</i>	<i>FY 2004 Positions</i>	<i>Salary</i>	<i>Total</i>
1104	Account Clerk	1.00	1.00	\$ 32,826	\$ 32,826
1106	Sr Management Analyst	1.00	1.00	\$ 62,561	\$ 62,561
1107	Administrative Aide II	3.00	3.00	\$ 44,197	\$ 132,590
1218	Assoc Management Analyst	11.50	11.50	\$ 55,514	\$ 638,409
1348	Info Systems Analyst II	1.00	0.00	\$ -	\$ -
1535	Clerical Assistant II	4.00	3.00	\$ 30,468	\$ 91,403
1746	Word Processing Operator	2.00	2.00	\$ 33,015	\$ 66,030
1879	Sr Clerk/Typist	1.00	1.00	\$ 38,040	\$ 38,040
1917	Supv Management Analyst	3.00	3.00	\$ 71,076	\$ 213,228
2214	Deputy Director	1.00	1.00	\$ 110,016	\$ 110,016
	Overtime Budgeted	0.00	0.00	\$ -	\$ 5,656
	Total	28.50	26.50		\$ 1,390,759
EQUAL OPPORTUNITY CONTRACTING TOTAL		28.50	26.50		\$ 1,390,759

⁽¹⁾ In Fiscal Year 2003 Outreach and Investigative Unit was combined causing the activity to increase.

⁽²⁾ Consulting Services output estimate was revised.

Equal Opportunity Contracting

Five-Year Expenditure Forecast

	FY 2004 FINAL	FY 2005 FORECAST	FY 2006 FORECAST	FY 2007 FORECAST	FY 2008 FORECAST	FY 2009 FORECAST
Positions	26.50	32.50	32.50	32.50	32.50	32.50
Personnel Expense	\$ 1,883,423	\$ 2,297,067	\$ 2,365,979	\$ 2,436,958	\$ 2,510,067	\$ 2,585,369
Non-Personnel Expense	\$ 470,598	\$ 615,821	\$ 634,296	\$ 653,325	\$ 672,925	\$ 693,113
TOTAL EXPENDITURES	\$ 2,354,021	\$ 2,912,888	\$ 3,000,275	\$ 3,090,283	\$ 3,182,992	\$ 3,278,482

Equal Opportunity Contracting

Fiscal Year 2005

Addition of 6.00 positions and support enables EOC to process City Council and Manager action request documents within the turnaround time goal, reduce project flow impedence, provide screening of qualified private technical consulting firms, and issue certifications within acceptable time frames.

Fiscal Years 2006 - 2009

No major projected requirements.